

Position Requirements Document Cover Sheet		Position Number: 12797																																																																																
Classification: Functional Acquisition Specialist, NH-0301-III Local Title: Employing Office Location: Orlando, Florida Duty Station: Orlando, FL Org Info: Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT) 1 st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI) 2 nd Div: Project Support Group 3 rd Div: 4 th Div:																																																																																		
Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations. Immediate Supervisor: Sharon Hightower Title: Chief, Human Resources Management Division Signature: _____ /s/ _____ Date: 3/25/03 Higher Supervisor or Manager: _____ Title: _____ Signature: _____ Date: _____																																																																																		
Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria. Classification Official: <u>James L. Laughlin, COL</u> Title: Chief of Staff Signature: _____ /s/ _____ Date: 3/26/03																																																																																		
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Acquisition Workforce Demo Project
Position Requirements Document

I. Organization information:

Position is located in the Project Support Group, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Functional Acquisition Specialist, NH-0301-III

III. Duties:

The incumbent serves as PEO STRI's Functional Acquisition Specialist responsible for Defense Acquisition Workforce Improvement Act (DAWIA) Policy, Army Acquisition Corps (AAC) policy and the career management of PEO STRI Acquisition Corps personnel. Manages the Health Awareness, SHAPE and Drug Control programs and assigned training programs. Prioritizes, manages and executes internal controls for accountability of program resources. Plans and forecasts PEO STRI's training and developmental organizational needs to meet validated Army Requirements and develops program tools to ensure that acquisition career field assignments meet DAWIA certification requirements. Develops and manages the professional growth of AAC members through employee interviews, career counseling, LTT panels for leader development opportunities and assignments. Formulates, develops and evaluates personnel policies, procedures and programs to meet AAC objectives in accordance with DAWIA. Advises managers and employees on all aspects of DAWIA, training and career management. Responsible for MBA program oversight. Establishes policies and procedures for PEO STRI relative to the application and acceptance process. Reviews program proposals to ensure proposed program outlines are within the required 12 disciplines for AAC accession. Negotiates with University officials when necessary for purposes of tailoring an advance degree program more to PEO STRI's strategic needs. Evaluates, assesses and compares costs relative to such programs. Manages and has oversight of the Army Training Requirements and Resources System (ATRRS) and the Army Automated Training Application System (AATAS) relative to PEO STRI requirements and Army Career Management and plans for the maintenance and upkeep of files and records in various career programs. Reviews and approves all command training requests to include vendor and on-site courses. Plans and provides technical

guidance and assistance to all levels of PEO STRI management on career development and training programs.

Formulates administrative regulations and implementation instructions as well as professional development, career planning, career counseling, Long Term Training, and job rotation policy. Establishes criteria to measure and/or predict attainment of efficiency of program operations.

Serves as PEO STRI Alcohol and Drug Control Officer responsible for enforcing higher headquarters drug free workforce policy and procedures.

IV. Factors:

Factor: 1. - Problem Solving Level III.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Independently defines, directs, or leads highly challenging projects/programs. Identifies and resolves highly complex problems not susceptible to treatment by accepted methods. Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines. Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment. Develops plans and techniques to fit new situations to improve overall program and policies. Establishes precedents in application of problem-solving techniques to enhance existing processes.

Factor: 2. - Teamwork/Cooperation Level III.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Works with others to accomplish complex projects/programs. Applies innovative approaches to resolve unusual/difficult issues significantly impacting important policies or programs. Promotes and maintains environment for cooperation and teamwork. Leads and guides others in formulating and executing team plans. Expertise is sought by peers.

Factor: 3. - Customer Relations Level III.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Guides and integrates functional efforts of individuals or teams in support of customer interaction. Seeks innovative approaches to satisfy customers. Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to program/projects. Interacts independently and proactively with customers to identify and define complex/difficult problems and to develop and implement strategies or techniques for resolving problems (e.g., determining priorities and resolving conflict among customers' requirements).

Factor: 4. - Leadership/Supervision Level III.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Provides guidance to individuals/teams; resolves conflicts. Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance. Defines, organizes, and assigns activities to accomplish project/program goals. Guides, motivates, and oversees the activities of individuals and teams with focus on project/program issues. Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others.

Factor: 5. - Communication Level III.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Communicates project or program results to all levels, internally and externally. Reviews and approves, or is a major contributor to/lead author of, management reports or contractual documents for external distribution. Provides inputs to policies. Presents briefings to obtain consensus/approval.

Factor: 6. - Resource Management Level III.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and allocates resources to accomplish multiple project/programs. Identifies and optimizes resources to accomplish multiple project/program goals. Effectively accomplishes multiple project/program goals within established guidelines.

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

Knowledge, Skills, And Abilities (Ksas) For Qualification Purposes.

Knowledge of Army Acquisition Corps programs, policies and procedures related to strategic career and development planning, position requirements and education and training

Knowledge of employee development systems, training methods/tools/techniques, team leadership, facilitating and consulting skills, curriculum development, training results evaluation, training resources, media delivery

Knowledge of DOD, and DA policies, regulations, and procedures regarding DAWIA certification and fulfillment

Knowledge of Army's Career Management and Intern Programs and career development

Ability to communicate both orally and in writing

Ability to plan and organize work

Ability to gather, analyze, and present facts

Ability to work cooperatively as a member of a team

Ability to provide guidance to customers

Knowledge of the organizational and functional responsibilities and operations of the employing organization

Ability to execute projects and/or studies within established financial and time constraints

Ability to develop and utilize appropriate data collection techniques

Ability to establish and maintain relationships with key individuals/groups outside immediate work unit

Ability to advise others

Ability to organize and lead (study/project) teams